

16 June 1972

MEMORANDUM FOR: Executive Director-Comptroller

SUBJECT : Request for Editing Typewriters (MCST)

1. As you know, this staff produces a large volume of paper, including finished memoranda and other documents addressed to NSC-level recipients, often forwarded over the Director's signature. Our requirements for typing accuracy, accordingly, have always been high and much (if not most) of what we send forward really has to be letter perfect.
2. In recent months this staff's already high level of output has increased sharply. This general increase has included a marked specific increase in essentially repetitive covering memoranda and standard format transmittal slips for classes of sensitive reports issued in several special series. These covering notes, which also have to be letter perfect, frequently contain repetitive paragraphs (i. e., paragraphs whose language is used in all issuances in a given series), though every actual transmittal note has to be typed as -- or at least look like -- an original.
3. The letter perfect requirements for our output become especially vexatious when the documents in question are long and/or when the language has to be precisely shaded and, hence, is subject to tinkering by various parties (including the Director) even after the "final" version has been typed. Correcting an error spotted in proofreading or making a small change in an important sentence generally involves, at a minimum, retyping the whole offending page -- usually with a time deadline measured in minutes staring the typist

in the face (a condition that, of itself, can sometimes produce further errors and this compounds the problem). Requirements such as these have contributed materially to the substantial amount of overtime our secretaries have had to work in recent weeks.

4. The problems associated with our particular publication and output requirements would be significantly alleviated by the rental of two special typewriter units. Their availability would also ease (though not eliminate) the overtime requirements, possibly to the point where the rental fees would be sufficiently offset by reduced overtime to produce a net savings to the Agency.

5. In view of the above situation, I would like your authority to contract with the IBM Corporation, via the DCI Administrative Staff, for the rental of two (2) Mag Card Selectric Typewriters (MCST). These typewriters will provide us with a capability to edit memoranda without retyping entire pages as well as print repetitive originals of covering notes, "buck slips," etc. The monthly rental for these typewriters is \$225.00 each -- a total of \$450.00 per month for the two units -- and I believe that at this and for the near term at least the cost will be more than offset by the benefits received.

6. The reason for requesting two machines, as opposed to just one, is simple. We handle (among other things) three separate series of special reports, each report (in any of these three series) goes to a minimum of six cabinet or sub-cabinet level recipients (sometimes more, depending on the particular report in question). The reports can run anywhere from two to ten single-spaced typed pages. The buckslips for each (in each series) contain some common language and some language unique to each recipient of each report. We often have two (or more) such reports to process simultaneously. The finished memoranda we do for transmission in or over the Director's name can run anywhere from two to twenty pages, depending on the subject. If we had only one special typewriter, its unique advantages would be severely attenuated because all this special paper would have to go through one machine, thus solving one roadblock by creating another. With two machines, we can at least split peak workloads in half, using two machines simultaneously. Our peaks hit more or less simultaneously with sufficient frequency to make this a very valid consideration.

7. The monthly rental charge for these particular machines is somewhat higher than the cheapest available, since we are requesting the proportional-spacing feature. This type face -- along with the executive type fonts -- appears to be the most appropriate, in light of the Director's requirements. The proportional-spacing feature will make the two new typewriters consistent with the others in the secretarial force here so that correspondence and other output can be typed by any of the girls on any of four machines.

8. The selection of proportional spacing for the new machine does not create a problem with respect to the new formats for outgoing cables. Although this cable format will not accept proportional spacing, we have already ordered a replacement typewriter which is acceptable under the new cable format rules. Additionally, we are attempting to arrange the computer terminal, about which I have spoken to you, so that it can double as a cable-originating device when not in use as a terminal. This would give the staff a total of two machines capable of producing an outgoing cable in proper format and this number would appear to be adequate.

STAT



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- 1 - Equipment and Supplies file
- 1 - GAC Chrono ✓
- 1 - JJMC